

## **SIX RIGHTS OF MEDICATION ADMINISTRATION**

### **RIGHT STUDENT**

- Confirm student's identification. Ask them to say their name.
- If student is new to you have another person confirm student's identity.

### **RIGHT MEDICATION**

- Only administer the prescribed medication which is in its original container, is clearly marked with the student's name, name of drug, dosage, time/frequency, route, name of prescribing physician and date of prescription. Check the prescription against the Medication Authorization Form.
- Medications may be dispensed only in the dose ordered on the Medication Authorization Form. Each dose given to a student should be documented on the Medication Log.
- When receiving medication from a parent/guardian, the principal's designee should pour out the medication (tablets/pills) onto a clean piece of paper and count the medication in front of the parent. If liquid, note number of ounces. Be sure a clean measured container is available for liquids.
- Students with chronic diseases may keep as much as one month's supply of medications at school.
- Be sure the Medication Authorization Form is current. The Medication Authorization Form must be renewed each school year. Place expiration date in red at the top or bottom of the Medication Authorization Form. This makes a quick reference.
- Report to the parent/guardian the presence of any change in appearance of any medication and do not use any medication with any abnormalities, i.e., two different looking tablets in the same container.
- Check the spelling of each medication, each Medication Authorization Form against the spelling on the prescription bottle, and re-check the name of the student.
- When giving a medication, keep from being distracted.
- Check the medication at least three times:
  - When removing the medication from its container
  - When placing it in the student's hand
  - When replacing it into the cabinet
- When giving over-the-counter medications, be sure to check the expiration date on the bottle. Do not give if outdated.

## **RIGHT DOSE**

- The designee should make sure the right dose is in the bottle and that all pills are the same.
- Do not use any medications that appear altered, i.e., discolored or not the same type in the bottle.
- Only administer medications that are in the original container, which is clearly marked with the student's name, dose, time(s) to be given and physician's name.

Medications may be dispensed **only** in the dose ordered on the Medication Authorization Form.

## **RIGHT TIME**

- Never administer a medication more than an hour before or after the scheduled time without checking the doctor or pharmacy first.
- If student arrives at school late, check with parent/guardian if the student has had medication or when student had their last dose.
- Be certain the Medication Authorization Form has the proper date and time for administration of medication.

If any dose is missed, call the parent and/or send a note home with the student.

## **THE RIGHT ROUTE**

- When a medication is prescribed, the physician has determined the best route and time for administration of the medication.
- Do not undo capsules, put into food, crush or grind tablets unless told to do so on the Medication Authorization Form.

## **THE RIGHT DOCUMENTATION**

- Document medication on students' medication log.
- If there is any unusual reaction, please document what and what was done.

### **PLEASE NOTE:**

**If capsules are opened or pills crushed and placed in food, sufficient water should be given to the student. This is to ensure that all medication is absorbed adequately.**